

# **WATERLOO CITY COUNCIL**

## **Regular Meeting Agenda**

Location: Waterloo City Hall - Council Chambers  
100 W. Fourth St., Waterloo, IL

Date: Monday, March 20, 2023

Time: 7:30 p.m.

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Correction or Withdrawal of Agenda Items by Sponsor.
5. Approval of Minutes as Written or Amended.
6. Petitions by Citizens on Non-Agenda Items.
7. Reports and Communications from the Mayor and other City Officers.
  - A. Report of Collector.
  - B. Report of Treasurer.
  - C. Report of Subdivision and Zoning Administrator.
  - D. Report of Building Inspector / Code Administrator.
  - E. Report of Director of Public Works.
  - F. Report of Chief of Police.
  - G. Report of City Attorney.
  - H. Report and Communication by Mayor.
    1. Presentation of a Certificate of Commendation to Mr. Mark Vogel in Recognition of his Induction into the Illinois High School Baseball Coaches Association Hall of Fame.
8. Report of Standing Committees.
9. Report of Special Committees.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
11. Unfinished Business.
12. Miscellaneous Business.
  - A. Consideration and Action on Approval of Trane Software Tracer Upgrade for the City Hall Heating & Cooling System.
  - B. Consideration and Action on Executive Session for the Discussion of Personnel as per 5 ILCS 120/2(c)(1).
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

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## **DATES TO REMEMBER**

Mar. 28, 2023 – American Legion Meeting, Waterloo City Hall: 2<sup>nd</sup> Floor, 7:00 p.m.

April 03, 2023 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

April 04, 2023 – ELECTION DAY.

April 07, 2023 – City Offices Closed for Good Friday Holiday.

April 10, 2023 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

April 11, 2023 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.

April 12, 2023 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.

April 17, 2023 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

April 20, 2023 – Zoning Board of Appeals Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

April 25, 2023 – American Legion Meeting, Waterloo City Hall: 2<sup>nd</sup> Floor, 7:00 p.m.

**MINUTES OF THE  
CITY COUNCIL MEETING  
MARCH 06, 2023**

1. The meeting was called to order by Mayor Smith at 7:30 p.m.
2. The following Aldermen were present: Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, Row, and Heller.
3. Pledge of Allegiance led by Ace Gallagher.
4. Correction or Withdrawal of Agenda Items by Sponsor. None.
5. Approval of Minutes as Written or Amended.  
Approval of City Council Meeting Minutes dated 02-21-23. Motion made by Alderman Heller and seconded by Alderman Kyle Buettner to approve the City Council Meeting Minutes from 02-21-23. Motion passed unanimously with Aldermen Heller, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, and Row voting 'yea'.
6. Petitions by Citizens on Non-Agenda Items.  
Mr. Eric Zaber stated he has been informed that the City is ready to discuss the resolution of several ongoing grievances. He thanked the City Council for accepting his email communications that allowed him to convey his perspective for their consideration.
7. Reports and Communications from the Mayor and other City Officers.
  - A. Report of Collector. No report.
  - B. Report of Treasurer. No report (absent).
  - C. Report of Subdivision and Zoning Administrator. No report.
  - D. Report of Director of Public Works.  
The water plant bid will be open on April 11, 2023, at 10 AM.
  - E. Report of Chief of Police. No report.
  - F. Report of City Attorney. No report.
  - G. Report and Communication by Mayor.
    1. Presentation of a Certificate of Commendation to Mr. Mark Vogel in Recognition of his Induction into the Illinois High School Baseball Coaches Association Hall of Fame.  
Mr. Vogel was unable to attend the meeting this evening, and the presentation has been moved to the March 20, 2023, City Council Meeting.
    2. Appointment of Mrs. Sandra Eckstadt as Human Resources Coordinator effective March 14, 2023.  
The appointment was approved unanimously with Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, Row, and Heller voting 'yea'.
8. Report of Standing Committees. No report.
9. Report of Special Committees. No report.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen. None.
11. Unfinished Business. None.

12. Miscellaneous Business.

- A. Consideration and Action on Warrant No. 623.  
Motion made by Alderman Darter and seconded by Alderman Heller to approve Warrant No. 623.  
Motion passed unanimously with Aldermen Darter, Kyle Buettner, Row, Heller, Matt Buettner, Hopkins, and Trantham voting ‘yea’.
- B. Consideration and Action on Approval of the City of Waterloo’s Annual \$7,500.00 Contribution to Western Egyptian.  
Motion made by Alderman Kyle Buettner and seconded by Alderman Row on Approval of the City of Waterloo’s Annual \$7,500.00 Contribution to Western Egyptian.  
Comments: The Finance Committee recommended approval of the City’s annual contribution to Western Egyptian.  
Motion passed unanimously with Aldermen Kyle Buettner, Row, Heller, Matt Buettner, Hopkins, Trantham, and Darter voting ‘yea’.
- C. Consideration and Action on Procedure and Schedule of Proceedings Relative to the Adoption of the Annual Budget for the Fiscal Year of May 01, 2023, through April 30, 2024.  
Motion made by Alderman Heller and seconded by Alderman Row to approve the Procedure and Schedule of Proceedings Relative to the Adoption of the Annual Budget for the Fiscal Year of May 01, 2023, through April 30, 2024.  
Comments: Alderman Clyde Heller, Finance Committee Chairman, read the schedule of proceedings for the tentative annual budget.  
Motion passed unanimously with Aldermen Heller, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, and Row voting ‘yea’.
- D. Consideration and Action on Approval of Mitsubishi Electric as Low Bidder in the Amount of \$56,454.00 for the Purchase of Two (2) Power Circuit Breakers.  
Motion made by Alderman Row and seconded by Alderman Kyle Buettner on Approval of Mitsubishi Electric as Low Bidder in the Amount of \$56,454.00 for the Purchase of Two (2) Power Circuit Breakers.  
Comments: This will replace two of the power circuit breakers at the substation.  
Motion passed unanimously with Aldermen Row, Heller, Matt Buettner, Hopkins, Trantham, Darter, and Kyle Buettner voting ‘yea’.
- E. Consideration and Action on Approval of the Purchase of a 2022 Ram 5500 4x4 Mechanics Service Truck in the amount of \$155,000.00 from Huffines Dodge in Plano, TX.  
Motion made by Alderman Row and seconded by Alderman Heller to approve the Purchase of a 2022 Ram 5500 4x4 Mechanics Service Truck in the amount of \$155,000.00 from Huffines Dodge in Plano, TX.  
Motion passed unanimously with Aldermen Row, Heller, Matt Buettner, Hopkins, Trantham, Darter, and Kyle Buettner voting ‘yea’.
- F. Consideration and Action on Approval of a Special Event Permit Application from the Waterloo Optimist Club & The Ferm Homebrew Club for the Annual Beer-B-Que to be held on May 12, 2023 at 4:00 p.m. through May 13, 2023 at 7:00 p.m., including the Street Closures of Main between the Happy Hour bar and Third Street, Mill between Main east to the first alley; and, Third between Main east to the first alley.  
Motion made by Alderman Heller and seconded by Alderman Darter on Approval of a Special Event Permit Application from the Waterloo Optimist Club & The Ferm Homebrew Club for the Annual Beer-B-Que to be held on May 12, 2023, at 4:00 p.m. through May 13, 2023, at 7:00 p.m., including the Street Closures of Main between the Happy Hour bar and Third Street, Mill between Main east to the first alley; and, Third between Main east to the first alley.  
Motion passed unanimously with Aldermen Heller, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, and Row voting ‘yea’.

- G. Consideration and Action on Approval of a Special Event Permit Application from the Waterloo Optimist Club for their Annual Car Show to be held on June 04, 2023 at 10 a.m. to 6 p.m., including the Street Closures of Main Street from Flower Street south to alley adjacent to 1st Nat'l Bank drive-up, Mill Street from Market Street to Church Street; and, Third Street from Market Street to Main Street.

Motion made by Alderman Hopkins and seconded by Alderman Matt Buettner on Approval of a Special Event Permit Application from the Waterloo Optimist Club for their Annual Car Show to be held on June 04, 2023 at 10 a.m. to 6 p.m., including the Street Closures of Main Street from Flower Street south to alley adjacent to 1st Nat'l Bank drive-up, Mill Street from Market Street to Church Street; and, Third Street from Market Street to Main Street.

Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Kyle Buettner, Row, Heller, and Matt Buettner voting 'yea'.

- H. Consideration and Action on Executive Session as per 5 ILCS 120/2(c)(1) and (2) for the Discussion of Personnel and Contract Negotiations respectively.

Motion to move into Executive Session made by Alderman Heller and seconded by Alderman Kyle Buettner.

Motion passed unanimously to enter into Executive Session with Aldermen Heller, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, and Row voting 'yea'.

Entered into Executive Session at 7:39 p.m.

Adjourned Executive Session at 7:54 p.m.

Motion to Resume Regular Session made by Alderman Heller and seconded by Alderman Matt Buettner.

Motion passed unanimously with Aldermen Heller, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, and Row voting 'yea'.

Returned to regular session at 7:55 p.m.

- I. Consideration and Approval of a Memorandum of Understanding regarding Officer in Charge Pay.

Motion made by Alderman Heller and seconded by Alderman Kyle Buettner for Approval of a Memorandum of Understanding regarding Officer in Charge Pay.

Motion passed unanimously with Aldermen Heller, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, and Row voting 'yea'.

13. Discussion of Matters by Council Members Arising After Agenda Deadline. None.

14. Motion to Adjourn made by Alderman Kyle Buettner and seconded by Alderman Matt Buettner. Motion passed with a unanimous voice vote. Mayor Smith adjourned the meeting at 7:58 p.m.

**Mechelle Childers - City Clerk**

**CITY OF WATERLOO, ILLINOIS  
COLLECTION REPORT**

	2021-2022 ACTUAL AMOUNT	2022-2023 BUDGETED AMOUNT	% INCREASE/ DECREASE	2022 FEB	2023 FEB	% INCREASE/ DECREASE	2021-2022 FISCAL YTD	2022-2023 FISCAL YTD	% INCREASE/ DECREASE
ELEC SALES	10,791,810.10	11,140,000.00	3.23%	807,099.09	930,085.93	15.24%	9,102,593.81	9,373,322.13	2.97%
ELEC TAX	265,459.06			20,211.79	22,024.72	8.97%	223,307.02	228,199.00	2.19%
ELECT MISC.	<u>(139,623.00)</u>	<u>277,600.00</u>	<u>298.82%</u>	<u>-54,777.00</u>	<u>-34,899.00</u>	<u>36.29%</u>	<u>28,907.00</u>	<u>151,372.00</u>	<u>423.65%</u>
SUBTOTAL	10,917,646.16	11,417,600.00	4.58%	772,533.88	917,211.65	18.73%	9,354,807.83	9,752,893.13	4.26%
BEGINNING UNAPPLIED	628,035.52			63,779.04	71,661.58	12.36%	522,151.98	589,139.41	12.83%
UNAPPLIED CASH REC'D	139,254.05			7,455.98	6,926.10	-7.11%	121,723.65	156,149.32	28.28%
UNAPPLIED DISBURSED	<u>142,794.38</u>			<u>13,038.36</u>	<u>22,291.94</u>	<u>70.97%</u>	<u>112,151.01</u>	<u>144,937.27</u>	<u>29.23%</u>
ENDING UNAPPLIED	624,495.19			58,196.66	56,295.74	-3.27%	531,724.62	600,351.46	12.91%
GAS SALES	2,961,308.88	3,019,000.00	1.95%	418,919.82	645,167.70	54.01%	1,879,832.06	2,559,154.36	36.14%
GAS TAX	72,244.47			10,359.84	13,215.39	27.56%	43,898.87	50,219.93	14.40%
GAS MISC.	<u>(18,274.00)</u>	<u>125,300.00</u>	<u>785.67%</u>	<u>-23,968.00</u>	<u>-12,908.00</u>	<u>46.14%</u>	<u>37,912.00</u>	<u>47,075.00</u>	<u>24.17%</u>
SUBTOTAL	3,015,279.35	3,144,300.00	4.28%	405,311.66	645,475.09	59.25%	1,961,642.93	2,656,449.29	35.42%
WATER SALES	2,430,107.64	2,489,000.00	2.42%	183,490.87	211,848.81	15.45%	2,062,100.56	2,300,051.64	11.54%
WATER MISC.	<u>769,794.14</u>	<u>797,000.00</u>	<u>3.53%</u>	<u>1,435.00</u>	<u>(5,387.00)</u>	<u>-475.40%</u>	<u>771,419.14</u>	<u>771,280.00</u>	<u>-0.02%</u>
SUBTOTAL	3,199,901.78	3,286,000.00	2.69%	184,925.87	206,461.81	11.65%	2,833,519.70	3,071,331.64	8.39%
SEWER SALES	1,793,009.34	1,840,000.00	2.62%	137,736.99	149,369.47	8.45%	1,516,660.92	1,674,758.44	10.42%
SEWER MISC.	<u>175,333.00</u>	<u>196,650.00</u>	<u>12.16%</u>	<u>10,012.00</u>	<u>(1,195.00)</u>	<u>-111.94%</u>	<u>159,460.00</u>	<u>104,994.00</u>	<u>-34.16%</u>
SUBTOTAL	1,968,342.34	2,036,650.00	3.47%	147,748.99	148,174.47	0.29%	1,676,120.92	1,779,752.44	6.18%
CITY TAX	534,281.12	540,000.00	1.07%	49,249.90	63,210.99	28.35%	421,694.67	471,788.32	11.88%
MISC.	<u>7,623.00</u>	<u>29,300.00</u>	<u>284.36%</u>	<u>-1,827.00</u>	<u>-8,393.00</u>	<u>-359.39%</u>	<u>11,868.00</u>	<u>19,607.00</u>	<u>65.21%</u>
SUBTOTAL	541,904.12	569,300.00	5.06%	47,422.90	54,817.99	15.59%	433,562.67	491,395.32	13.34%
REFUSE FEE	852,876.77	902,500.00	5.82%	68,325.20	72,193.74	5.66%	709,861.12	743,510.16	4.74%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	35,727.00	36,000.00	0.76%	3,102.00	3,011.00	-2.93%	29,991.00	30,865.00	2.91%
PERMITS	123,744.00	115,000.00	-7.07%	9,206.00	7,438.00	-19.20%	93,009.00	82,747.00	-11.03%
INSPECTION FEES	10,950.00	15,000.00	36.99%	825.00	525.00	-36.36%	9,600.00	11,575.00	20.57%
FRANCHISE FEES	123,384.00	121,000.00	-1.93%	-	-		63,617.00	62,938.00	-1.07%
LIQUOR LICENSE	23,660.00	22,000.00	-7.02%	10.00	501.00	4910.00%	21,610.00	20,905.00	-3.26%
INFRASTRUCTURE FEE	147,931.00	145,000.00	-1.98%	11,581.00	11,195.00	-3.33%	124,547.00	113,431.00	-8.93%
HOTEL/MOTEL TAX	15,136.00	15,000.00	-0.90%	237.00	146.00	-38.40%	13,170.00	11,738.00	-10.87%
MISC.	214,944.00	152,280.00	-29.15%	1,071.00	41,223.00	3749.02%	169,286.00	335,581.00	98.23%
REPLACEMENT TAX	156,116.00	102,100.00	-34.60%	-	-		95,935.00	165,091.00	72.09%
COUNTY TAX	294,526.00	320,450.00	8.80%	-	4,362.00		294,526.00	320,919.00	8.96%
SALES TAX	2,816,806.00	2,850,000.00	1.18%	233,244.00	252,611.00	8.30%	2,327,032.00	2,424,626.00	4.19%
BUSINESS DISTRICT TAX	107,333.00	107,000.00	-0.31%	8,481.00	8,705.00	2.64%	88,939.00	85,063.00	-4.36%
CANNABIS USE TAX	17,143.00	21,500.00	25.42%	1,530.00	1,393.00	-8.95%	13,828.00	14,404.00	4.17%
VIDEO GAMING	237,574.00	236,000.00	-0.66%	18,309.00	23,668.00	29.27%	199,952.00	213,432.00	6.74%
INCOME TAX	<u>1,994,274.00</u>	<u>1,870,000.00</u>	<u>-6.23%</u>	<u>226,623.00</u>	<u>203,791.00</u>	<u>-10.07%</u>	<u>1,656,605.00</u>	<u>1,891,638.00</u>	<u>14.19%</u>
SUBTOTAL	7,172,124.77	7,030,830.00	-1.97%	582,544.20	630,762.74	8.28%	5,911,508.12	6,528,463.16	10.44%
MOTOR FUEL TAX	697,820.00	599,000.00	-14.16%	36,990.00	34,460.00	-6.84%	516,646.00	494,920.00	-4.21%
MISC	<u>2,303.00</u>	<u>1,200.00</u>	<u>-47.89%</u>	<u>188.00</u>	<u>6,467.00</u>	<u>3339.89%</u>	<u>1,083.00</u>	<u>42,784.00</u>	<u>3850.51%</u>
SUBTOTAL	700,123.00	600,200.00	-14.27%	37,178.00	40,927.00	10.08%	517,729.00	537,704.00	3.86%
UTILITY DEPOSITS	99,775.00	-		6,525.00	4,650.00	-28.74%	84,050.00	79,825.00	-5.03%
<b>TOTAL DEPOSITS</b>	27,754,350.57	28,084,880.00	1.19%	2,191,646.48	2,655,406.85	21.16%	22,894,664.82	25,053,963.30	9.43%

March 20, 2023

To: Mayor Smith  
City Attorney  
City Aldermen

Re: Treasurer's Report

Attached, please find the February 28, 2023 Treasurer's Report for the City of Waterloo.

I welcome any questions or comments you may have about this report. I can be reached at State Bank weekdays from 7:30 AM – 4:30 PM. The phone number is 618-939-7194.

Sincerely,

*Brad A. Papenberg*

Brad A Papenberg  
City Treasurer

**TREASURER'S REPORT  
CITY OF WATERLOO**

For the month ending  
February 28, 2023

<b>CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
Petty Cash	\$ 497.98	\$ -	\$ -	\$ 497.98
Utility Deposit	34,012.49	4,650.00	5,750.00	32,912.49
General Fund	(2,333,818.41)	258,276.00	957,770.08	(3,033,312.49)
Motor Fuel Tax	73,087.09	174.67	1,501.88	71,759.88
Water Fund	1,796,740.92	220,109.54	251,481.38	1,765,369.08
Sewer Fund	727,746.53	164,110.41	122,387.51	769,469.43
Gas Fund	(301,201.04)	698,807.83	559,323.72	(161,716.93)
Electric Fund	1,226,471.10	1,057,797.54	781,522.26	1,502,746.38
Capital Improvements	833,550.06	67,638.69	-	901,188.75
D.A.R.E.	1,135.63	-	-	1,135.63
Interest	10,067.84	1,819.75	-	11,887.59
Hotel/Motel Tax	154,632.74	146.27	4,320.00	150,459.01
<b>TOTALS:</b>	<b>\$2,222,922.93</b>	<b>\$2,473,530.70</b>	<b>\$2,684,056.83</b>	<b>\$2,012,396.80</b>

<b>INVESTED FUNDS</b>				
Capital Improvements	\$ 982,161.88	-	11,029.49	971,132.39
Electric	11,357,512.31	-	127,542.74	11,229,969.57
E-Pay Utility Bills	20,262.68	178,703.98	172,136.98	26,829.68
Farm Account Income	226,895.19	13,982.34	-	240,877.53
Gas	4,037,956.60	-	45,345.50	3,992,611.10
General Fund	9,241,425.89	510,513.01	-	9,751,938.90
Motor Fuel	1,803,508.59	40,752.43	-	1,844,261.02
Pension Reserve	1,706,176.92	327.21	-	1,706,504.13
Sewer	1,050,378.87	-	11,795.56	1,038,583.31
Utility Deposits	316,000.21	-	3,548.62	312,451.59
Water	893,124.72	-	10,029.63	883,095.09
<b>Total Invested Funds:</b>	<b>\$31,635,403.86</b>	<b>\$744,278.97</b>	<b>\$381,428.52</b>	<b>\$31,998,254.31</b>
<b>Total All City Funds:</b>	<b>\$33,858,326.79</b>	<b>\$3,217,809.67</b>	<b>\$3,065,485.35</b>	<b>\$34,010,651.11</b>

<b>Pension Obligations</b>	<b>As of Date</b>	<b>Amount</b>
Unfunded Actuarial Accrued Liability - IMRF	12/31/2021	-\$3,138,102.00
Unfunded Actuarial Accrued Liability - Police	4/30/2022	\$4,748,246.00
<b>Total Unfunded Liability</b>		<b>\$1,610,144.00</b>

Respectfully Submitted,

*Brad A. Papenberg*

Brad A. Papenberg  
City Treasurer

# Zoning Department Monthly Report 2-28-2023

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Residential Building Permits Issued:</b>													
<b>2023</b>	1	4											5
2022	7	3	5	5	2	5	5	2	5	2	4	1	46
2021	5	4	3	2	5	5	9	2	3	9	3	5	55
2020	2	6	3	5	6	5	4	5	5	9	6	6	62
2019	2	3	9	5	5	1	2	5	2	1	2	2	39
<b>Accessory/Addition Building Permits Issued:</b>													
<b>2023</b>	4	3											7
2022	1	2	9	7	8	6	5	16	7	2	4	3	70
2021	3	4	11	12	10	6	8	10	6	7	6	3	86
2020	2	2	4	9	10	12	10	9	2	6	5	1	72
2019	0	2	5	15	7	13	3	9	3	4	5	2	68
<b>Commercial/Industrial Building Permits Issued:</b>													
<b>2023</b>	3	3											6
2022	2	4	2	2	1	2	1	3	1	0	2	2	22
2021	1	2	3	2	2	2	0	5	6	1	1	0	25
2020	3	1	0	0	2	1	1	0	1	3	5	2	19
2019	5	4	2	3	1	1	6	1	3	3	1	3	33
<b>Excavation Permits Issued:</b>													
<b>2023</b>	1	1											2
2022	3	2	3	5	2	1	3	3	0	3	3	1	29
2021	0	1	4	5	4	3	8	6	0	5	1	4	41
<b>Sign Permits Issued:</b>													
<b>2023</b>	4	2											6
2022	2	2	0	5	0	0	0	2	2	0	4	0	17
2021	1	0	1	1	3	0	1	1	1	1	2	2	14
<b>Demolition Permits Issued:</b>													
<b>2023</b>	0	0											0
2022	1	1	0	0	0	0	1	0	0	0	0	1	4
2021	0	0	0	4	0	0	1	0	0	0	0	0	5
<b>Outside Dining Permits Issued:</b>													
<b>2023</b>	0	0											0
2022	0	0	1	0	0	0	0	0	0	0	0	0	1
<b>Mobile Food Vendor</b>													
<b>2023</b>	0	0											0
2022	0	0	0	0	0	0	0	0	0	0	0	1	1
												<b>TOTAL</b>	<b>13</b>



[illegible]

Agenda Item No. 7H1

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:  
March 20, 2023  
(Date)
2. Description of matter to be placed on agenda:  
Presentation of a Certificate of Commendation to Mr. Mark Vogel in Recognition  
of his Induction into the Illinois High School Baseball Coaches Association Hall of  
Fame.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Relief or action to be requested:  
Presentation.  
\_\_\_\_\_  
\_\_\_\_\_
4. Submittal date: 03-07-23  
  
Submitted by: \_\_\_\_\_  
Mayor Tom Smith  
\_\_\_\_\_  
\_\_\_\_\_

DISPOSITION

5. \_\_\_\_\_ Matter to be placed on agenda for meeting date requested.  
\_\_\_\_\_ Matter to be placed on agenda for meeting to be held on \_\_\_\_\_  
\_\_\_\_\_ Matter referred to \_\_\_\_\_

  
\_\_\_\_\_  
Mayor

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:  
March 20, 2023  
(Date)
2. Description of matter to be placed on agenda:  
Consideration and Action on Approval of Trane Software Tracer Upgrade for the  
City Hall Heating & Cooling System.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_  
\_\_\_\_\_
4. Submittal date: 03-07-23  
  
Submitted by: \_\_\_\_\_  
Nathan Krebel, Subdivision & Zoning Administrator  
\_\_\_\_\_  
\_\_\_\_\_

DISPOSITION

5. \_\_\_\_\_ Matter to be placed on agenda for meeting date requested.  
\_\_\_\_\_ Matter to be placed on agenda for meeting to be held on \_\_\_\_\_  
\_\_\_\_\_ Matter referred to \_\_\_\_\_

  
\_\_\_\_\_  
Mayor



WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



February 14, 2023  
Waterloo City Hall  
301 South Main  
Waterloo, IL 62298  
**Attention:** Nathan Krebel

Trane U.S. Inc.  
101 Matrix Commons Dr  
Fenton, MO 63026  
Phone: (636) 350-3716  
Fax: (636) 305-3690

**Project Name:** Tracer SC+ Retrofit  
**Scope of Service**

Trane is pleased to provide the following proposal to furnish and install an extension of the existing Tracer building automation system.

**Scope of Service – Tracer Upgrade**

- 1. Provide and install (1) one new Tracer SC+ to replace the existing BCU.
- 2. Re-create the entire database for the BCUs in the new SC format.
- 3. All custom programming routines need to be re-written, tested and fully commissioned. The existing facility and Critical area control programming will need to be recreated and recommissioned.
- 4. Provide hardware and software to replace Boiler Controller UCPM located in mechanical room
- 5. Trane will provide, Trane Connect, a new cloud-based web interface to the operations staff.
- 6. All critical area custom programs will need to be fully tested and their operation will need to be verified.
- 7. Some data will be lost during this changeover. This will be scheduled ahead of time so everyone can prepare.
- 8. On-site training will be provided to the operations personnel.
- 9. Startup and commissioning of the system is included.
- 10. A one-year parts warranty is included.

**Total Price Per Chiller:**..... \$29,996.00

**Clarifications**

- 1. Applicable taxes are not included and will be added to the invoice.
- 2. Any service not listed is not included.
- 3. Work will be performed during normal Trane business hours.
- 4. This proposal is valid for 30 days from February 14, 2023

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,  
Jason Brenton  
Account Manager  
Cell: (314) 369-3753

**This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service**

CUSTOMER ACCEPTANCE
_____
Authorized Representative
_____
Printed Name

Title _____
Purchase Order _____
Acceptance Date _____


AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:  
March 20, 2023  
(Date)
2. Description of matter to be placed on agenda:  
Consideration and Action on Executive Session for the Discussion of Personnel as  
per 5 ILCS 120/2(c)(1).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Relief or action to be requested:  
Executive Session.  
\_\_\_\_\_  
\_\_\_\_\_
4. Submittal date: 03-17-23  
  
Submitted by: \_\_\_\_\_  
Mayor Tom Smith  
\_\_\_\_\_  
\_\_\_\_\_

DISPOSITION

5. \_\_\_\_\_ Matter to be placed on agenda for meeting date requested.  
\_\_\_\_\_ Matter to be placed on agenda for meeting to be held on \_\_\_\_\_  
\_\_\_\_\_ Matter referred to \_\_\_\_\_

  
\_\_\_\_\_  
Mayor